



# Lumen Learning Trust

## Learning together for a brighter future

### Chief Executive Officer Job Description

#### Job purpose:

- To deliver and sustain educational excellence across the schools of Lumen Learning Trust.

#### Accountable to:

- The Directors, Lumen Learning Trust.

#### Job role:

- Set strategic direction of the Trust, ensuring fulfilment of the Trust's vision and values.
- Ensure the Trust fulfils the statutory and regulatory responsibilities set out in the Academy Trust Handbook.
- Establish the Trust as a centre of educational excellence and success, developing partnerships with pupils, parents, the local community and key stakeholders including the DfE and statutory partners.
- Challenge educational underachievement and inspire children to reach their full potential.
- Support the Trust's Headteachers to lead the organisational and educational change necessary to sustain success and ensure strength of performance of each school in the Trust.
- Ensure the responsible and appropriate use of public funds.

#### Qualities:

The CEO will:

- Uphold public trust in Trust leadership and maintain high standards of ethics, behaviour and professional conduct, by modelling the Nolan Principles.
- Build positive and respectful relationships across the Trust and its wider community, including relevant partners from other agencies.
- Promote the qualities, principles and successes of the Trust both within and beyond the education sector.
- Serve in the best interests of the Trust's pupils and their respective communities

#### Duties and responsibilities

##### *Strategic leadership and development*

The CEO will be accountable for providing strategic leadership and direction for the Trust and its schools towards fulfilling the vision and aims set by the Trust board and in line with the Trust's values.

The CEO will:

- Work closely with the Trust's Directors to develop and communicate a clear strategic vision for the successful development of the Trust.

- Work with relevant Trust senior leaders in establishing policies and plans to deliver the strategy.
- Work with the Trust board and other senior leaders to ensure proactive, robust and appropriate risk management for the Trust and its schools.
- Develop and maintain effective relationships with key partners and stakeholders including the regional director, the Department for Education (DfE), the Education and Skills Funding Agency (ESFA), local authorities, the wider local community and other local schools and Trusts.
- Instil a culture of common accountability in all staff for pupil progress and attainment.
- Lead the growth and development of the trust, including due diligence and supporting converting schools.
- Maintain an outward-facing role on behalf of the trust and its academies to support future growth and development.
- Work collaboratively with other MAT leaders, to promote best practice and provide support where necessary.
- Ensure all statutory requirements are met.

### *Quality of education and pupil outcomes*

The CEO will be accountable for all aspects of teaching and learning across the Trust, upholding high standards for academic and non-academic pupil outcomes and ensuring achievement of the Trust's educational vision.

The CEO will:

- Work with the schools' Headteachers and Trust senior leaders in fostering a commitment to collaboration in order to develop innovative ways of teaching and learning to meet the needs of all pupils, and to ensure Trust schools offer a wide range of opportunities for children to give them confidence in their ability to take on new challenges, raise aspirations and increase self-belief.
- Oversee school-to-school support across the Trust, as well schools outside of the Trust for whom support has been commissioned by an external stakeholder e.g. RISE, SAFE.
- Commission external support for Trust and school improvement, and assess the effectiveness and impact of the support provided.
- Provide strategic direction and leadership for teaching and learning across the trust, especially in response to sector changes or changes to government policy.
- Work with the schools' Headteachers and Trust senior leaders in developing the Trust's improvement processes, including identifying and analysing school improvement needs, prioritising appropriately-resourced solutions and evaluating the impact of improvement strategies.
- Provide quality assurance and accountability through a rigorous and robust system of target setting.

### *Leadership and management*

The CEO will be accountable for the management of all Trust operations, both directly and through the management of the agreed organisational structure.

The CEO will:

- Provide dynamic, motivational and inspirational leadership at all levels of the organisation.

- Model the Trust's commitment to continuous improvement and high achievement across all areas of its work.
- Develop, implement and review Trust-level policies to ensure the achievement of the Trust's aims, vision and values.
- Ensure the trust's management and organisational structures and operational models are fit for purpose, and facilitate continuous improvement.
- Facilitate effective communication at all levels through leadership of current LLTSLT and its future iterations; regular meetings with relevant Trust senior leaders; line management of Headteachers (may be delegated); line management of Head of Finance; line management Head of Operations; and any relevant senior role e.g. Director of Education, Deputy CEO.
- Lead on the recruitment of new Headteachers.
- Support the Headteachers in:
  - their leadership of staff in the achievement of the highest professional standards;
  - Engaging all staff in the process of meeting those standards, enabling and encouraging ownership and involvement;
  - Encouraging continuous professional development, succession planning, and recruitment of senior staff where appropriate.
- Ensure and enhance effective working relationships across the schools of the Trust.
- Working alongside the Head of Operations and/or Head of Finance, develop and effectively manage the Trust's resources and facilities, including overseeing major capital projects.
- Take responsibility for guiding the Trust through changes to education sector initiatives and practice, such as curriculum changes or changes to Ofsted and accountability frameworks.
- Communicate the sharing of best practice in the spirit of collaboration in order to meet the needs of all of the Trust's pupils.

### *Communication and Partnership*

The CEO will:

- Work with the schools' Headteachers and Trust senior leaders to develop and maintain effective partnerships with parents and carers, pupils, directors, the local community and other key stakeholders.
- Make maximum use of staff in all schools demonstrating capacity and the expertise of directors on the Board.

### *Finance and Procurement*

The CEO will be accountable for the financial propriety and sustainability of the trust.

The CEO will:

- Act as accounting officer for the trust, ensuring that it works to the standards set out in the Academy Trust Handbook.
- Work closely with the Head of Finance and Head of Operations to establish and oversee effective financial monitoring systems, take appropriate action to address financial risks, problems and irregularities, and present Directors with accurate and timely financial reports.
- Work closely with the Head of Finance and Head of Operations to develop and oversee the Trust's income generation strategies, including grant applications and other fundraising.

- Oversee resource allocation and budget-setting and approval for the Trust and its schools, and ensure budgetary targets are met.
- Work closely with the Head of Finance and Head of Operations to establish effective procurement procedures in order to achieve financial efficiencies.

### *Safeguarding*

The CEO will be accountable for the trust, and its academies, meeting its legal and statutory responsibilities.

The CEO will:

- Ensure that the Trust, and each school within the Trust, meets its safeguarding responsibilities in line with current legislation.
- Ensure that the Trust meets requirements related to health and safety and data protection.
- Ensure the Trust meets requirements set out by Companies House, the Charity Commission and the DfE.
- Embed Trust-wide accountability and quality assurance procedures to achieve compliance.

### *Equal Opportunities*

The CEO will be responsible for ensuring compliance with the Equalities Act 2010.

## Person Specification

<b>Criteria</b>	<b>Qualities</b>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Degree in Primary Education with QTS</li> <li>• NPQH</li> <li>• NPQEL</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Senior Leadership and management experience in a Trust, or education.</li> <li>• Working with, and developing strong relationships with, external stakeholders including other statutory partners ie Local Authority, Health or Police.</li> <li>• Experience of leading school-to-school support in the context of RISE, or local authority school improvement team.</li> <li>• Experience of leading schools in challenging circumstances and strengthening pupil outcomes in those schools.</li> <li>• Line-management experience, leading reportees towards successful outcomes and professional development.</li> <li>• Financial experience, including resource and budget management, income generation and effective financial monitoring.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Wide repertoire of leadership skills.</li> <li>• Ability to flex leadership style and apply skills in order to build effective working relationships and bring about best performance in others.</li> <li>• Understanding of strategic planning, tools and techniques.</li> <li>• Understanding of curriculum and assessment design, development and delivery.</li> <li>• Financial management, planning and monitoring.</li> <li>• Highly effective communication and interpersonal skills.</li> <li>• Ability to communicate a vision and inspire others.</li> <li>• Understanding of child protection and safeguarding issues.</li> <li>• Strong understanding of Early Years provision and the role it plays in providing strong foundations for future success.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Understanding of and commitment to the concept that education is emancipatory.</li> <li>• Ability to work creatively and innovatively whilst bringing team members along positively.</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the Trust.</li> <li>• A commitment to enabling a culture of collaboration between schools in order to enable the best possible pupil outcomes.</li> <li>• Enthusiasm and commitment to leadership, and promoting a respectful, supportive working environment.</li> <li>• Is resilient and courageous, whilst keeping relationships positive in the face of challenges.</li> <li>• Ability to work under pressure and prioritise effectively.</li> <li>• Commitment to maintaining confidentiality at all times.</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.</li> </ul>